

**DUTY STATEMENT**

Employee Name: Vacant	Position Number: 580-510-4801-014
Classification: Supervisor II	Tenure/Time Base: Permanent / Full-Time
Working Title: Program Integrity and Audits Section Chief	Work Location: 3901 Lennane Drive Sacramento, CA 95834
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health Women, Infants, and Children Division	Branch/Section/Unit: Data and Integrity Branch Program Integrity and Audits Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

**Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

**Job Summary**

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by advancing the health and well-being of California's diverse people and communities. As an employee of the Women, Infants, and Children (WIC) program's Data and Integrity Branch, the incumbent serves as part of a team that champions data use and literacy by creating data resources to benefit, optimize, and protect the WIC program and its participants, local agencies and vendors.

The Supervisor II (Sup II) works under the general direction of the Chief, Data and Integrity Branch, Research Scientist Supervisor II (RSS II). The Sup II leads the program integrity operations in accordance with State and Federal regulations, guidance, and directives, and supports and identifies opportunities reduce program abuse risk through collaboration with the WIC Division and partners. They oversee timely, fair, and consistent actions to address identified issues, including corrective actions and recovery when appropriate. The Sup II will develop and invest in the talent and strengths of their team. They will collaborate with data integrity research team to use data analytics and

monitoring to identify potential risks and issues early. The manager actively participates as a member of the WIC Division management team and contributes to strategies and initiatives to support data-informed decision making at the Division level.

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**Special Requirements**

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

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**Essential Functions (including percentage of time)**

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- 25% Leads the program integrity operations in accordance with State and Federal regulations, guidance, and directives. Guided by the Program Integrity Framework of prevention, detection, response, and continuous quality improvement, plans, organizes, and directs the workload, and makes recommendations on a broad spectrum of administrative and program integrity-related issues. Provides leadership on the prioritization of strategies and processes necessary for minimizing the risk of illegal or program abuse activities or transactions. Provides leadership in the identification of weaknesses or inefficiencies of current control and analytical processes and recommends enhancements or adjustments to existing processes.
- 25% Supports and identifies opportunities reduce program abuse risk through collaboration with the WIC Division and partners. Ensures appropriate WIC program activities, policies, and procedures incorporate a fraud detection and prevention perspective. Provides guidance and technical assistance to WIC Local Agencies, as appropriate, to improve systems, policies, and procedures to prevent, detect, and respond to fraudulent activity by participants and staff. Understands Federal and State regulations, statutes, and laws related to WIC program integrity; provides leadership in support of the effort to incorporate, revise, and enhance program integrity processes and procedures into Federal and State regulations.
- 25% Oversees timely, fair, and consistent actions to address identified issues, including corrective actions and recovery when appropriate. Including highly visible, complex, and sensitive fraud cases; provides updates and recommendations to CDPH management. Collaborates with CDPH's Office of Legal Services, CDPH Information Technology security operations staff, external groups such as the Department of Health Care Services' Audits and Investigations, State Controller's Office, United States Department of Agriculture (USDA), USDA WIC Program Integrity Office, and USDA Office of Inspector General regarding the investigation and resolution of specific fraud cases, as well as develop and implement data-informed strategies to prevent, detect, and respond to fraud. Optimizes all opportunities to collaborate with external entities to learn and integrate the latest industry developments and trends in fraud identification, prevention, and response. Manages contract life cycle (e.g., procurement, invoicing approval, renewal) for all program integrity related activities.
- 15% Develops and invests in the talent and strengths of their team. Fosters an engaged and supported team by using a strength-based approach to determine training needs for new and existing staff; identifies and promotes continuing staff development and specialized training; evaluates performance of staff in a timely manner; coaches and mentors staff in the

development of work plans; and monitors work progress. As needed, recruits, interviews, and hires staff; ensures staff complete the mandatory trainings; reviews/approves timesheets, absence requests, and completes documentation related to attendance, preventative, corrective, or adverse action, when appropriate. Actively participates on the WIC Management Team and other manager meetings to ensure accountability for performance and outcomes for the WIC program; keeps management apprised of program status and achievements. Collaborates and communicates with management across the division to discuss, plan, and implement strategies impacting WIC services.

- 5% Collaborates with data integrity research team to use data analytics and monitoring to identify potential risks and issues early. Provides input and guidance on analysis and direction of priorities. Works closely with Vendor, Program Integrity, and Policy Research Section Chief to ensure that program integrity data analysis reflect the priorities and needs of Program Integrity Framework with input from program, field, and research staff.

**Marginal Functions (including percentage of time)**

- 5% Performs other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**  
 Approved By: HD  
 Date: 05/2026